

Brown-Nicollet-Watonwan
Adult Drug Court



Participant Handbook

THIS BOOK BELONGS TO:

NAME:

CD TX Program: _____

Phone: _____

COUNSELOR: _____

Phone: _____

PROBATION AGENT: _____

Phone: _____

SPONSOR NAME:

_____ Phone: _____

SPONSOR NAME:

_____ Phone: _____

Do not lose this book!

You must take it with you to all appointments and Court dates.

Replacement handbooks will be provided at a charge of \$5.

Welcome To DRUG COURT

This handbook was designed to answer your questions, and to help you successfully complete the drug court program. Drug court is a four-phased intervention program for adults who are having difficulty staying clean and sober. The program treats a drug as a drug and an addict as an addict, regardless of the drug of choice. Drug Court includes intensive probation supervision, chemical dependency treatment and regular meetings between you and the Court. In Drug Court there is a close working relationship between treatment and the criminal justice systems than is typically seen in the Courts. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug abuse/dependency.

Drug Court Drug Team

The team includes the Judge, Prosecutor, Public Defender, Drug Court Coordinator, Probation Agent, CD assessor, Law Enforcement, Treatment Provider, Family Services, Recovery Specialist and other professionals. Prior to each Drug Court session, the team members meet to discuss your progress with the Judge. They discuss your participation and cooperation in the treatment program, employment or other requirements you may have. **We want you to succeed!** The Drug Court Judge and team members are committed to providing you with support and encouragement as you find your way to a clean and sober life. If you follow the program, you will see positive changes in your life as you progress through each phase. The end result is a greater likelihood that you will remain drug-free and avoid further contacts with the criminal justice system. We also encourage you to share this handbook with your family and friends for their support and encouragement.

My Phase Progression:

Phase	I	II	III	IV	V
Date					

Items to be submitted for each Court appearance:

1. Judge's Journal
2. Participant handbook/Support meeting attendance
3. Other assignments as ordered

Failure to bring required materials to court will result in a sanction.

Courtroom Rules

1. Be on time.
2. Do not speak while the Court is speaking.
3. Stand when addressing or being addressed by the court.
4. Do not approach the bench without permission and do not lean on the bench.
5. Wear appropriate Court apparel; the following are prohibited in the courtroom; flip flops, hats, sunglasses, clothes with alcohol or drug themes and tank or tube tops.
6. It is forbidden to be under the influence of any intoxicating beverage and/or illicit drug.
7. All weapons are banned from the courtroom.
8. All cell phones or pagers must be turned off.
9. No gum chewing, drinking or eating
10. Drug Court hearings are open to the public. Supportive family and friends are welcome to attend.

Drug Court Program Rules

1. **Totally abstain from the use of all mood altering chemicals.** Any prescription and over-the-counter medication must be approved by the Drug Court team or probation officer prior to use. Use of someone else's prescription medication, synthetic drugs (i.e. K2, spice or bath salts) and non-alcoholic beverages (i.e. O'Doul's) is prohibited.
2. **Do not associate with people who use or possess mood altering chemicals.** This includes being present at establishments who derive their primary sales from alcohol.
3. **Be on time.** Attend all required Drug Court hearings, treatment sessions, including individual and group counseling, support group meetings, educational sessions or other meetings as directed by the Court. Do not be late and do not leave early. If there is a possibility you will be late, contact your treatment counselor or probation officer.
4. **Attend Drug Court hearings.** The number of times you must appear depends upon the phase of drug court you are in. Failure to appear will result in the issuance of a warrant for your arrest and detention in jail until you can appear before the court.
5. **Drug Court Journals.** The judge will give you a drug court journal at or near the start of the program. You will be expected to write in your journal on a daily basis and turn it into the court as directed. The judge is the only person who sees your journal and information you write is not shared with the rest of the drug court team. The goal is for the judge to get to know you better and understand how you are feeling.
6. **Attend Support Groups as Directed.** Signed verification of support group attendance (AA, NA, etc) will be reviewed at your court appearance.

7. **Excused Absences.** If you are unable to attend a scheduled meeting or treatment session you must contact your probation officer at least 2 hours in advance of the scheduled meeting who will determine if your absence will be excused. If it is unexcused and you fail to show up, it will result in a sanction.
8. **Submit to chemical testing** (urine, breath, etc.) as requested by the Drug Court Team. You will be tested throughout the entire program randomly. During the early phases you will be tested more frequently.
9. **Current Residence.** Keep the Drug Court Probation Officer and treatment provider informed of a current address, phone number, and whereabouts. You must notify the Court or probation in advance of making any changes.
10. **Employment/Education:** You must complete 40 hours of structured activity each week. This may be accomplished actively seeking or maintaining employment, attending school/job training, performing unpaid community service, or; an alternative plan pre-approved by the Drug Court team. Any changes in employment must be reported to probation within 48 hours.
11. **Maintain confidentiality of other Drug Court Participants.** Treatment cannot succeed unless all participants maintain the confidentiality of other participants and of information disclosed in treatment.
12. **Do not make threats toward other participants or staff, or behave in a violent manner.** Violent or inappropriate behavior is not tolerated and will be reported to the court. This behavior may result in a sanction or termination from the program. You may not possess any weapons while in the program.
13. **Pay the drug court participation fee.** The court may waive a portion of the fee if you are making excellent progress in the

program. The remainder of the drug court fee must be paid prior to graduation.

14. **Pay all other fees, fines, restitution etc.** as ordered by the Court and be current with any payment plans.
15. **Abide by all other rules** imposed by the Drug Court Team. This includes all orders and directives given by the Judge in Court hearings. Other rules and requirements are outlined in the drug court participation agreement that you must sign in order to enter the program.
16. **Phone Contact.** You are expected to answer your phone when any member of the Drug Court Team calls. If the phone call is missed, it must be returned within 30 minutes. If you are unable to do so due to work, you must provide proof.
17. **Knock and Chats.** Throughout the program, you will be checked by law enforcement to ensure you are in compliance with court requirements. You must answer your phone when law enforcement calls and are expected to submit to any testing requested.
18. **Make satisfactory progress** in the program as measured by activities completed in each phase.
19. **Releases of Information.** Sign all releases of information as requested by the Drug Court Team.
20. **Travel.** Drug Court Participants must ask permission to leave their county of residence. These restrictions may change throughout the program.

DRUG COURT PHASES

Based on your needs, an Individualized Program Plan is developed which may take from 12-24 months to complete. The plan will outline goals you must achieve prior to advancing to the next phase. There are four phases to the program. Phases are the steps identified by the drug court team you must complete in order to complete the drug court program. **The length of time you will spend in the program and in each phase depends upon your individual progress.** Keep in mind, if do not make adequate progress you may stay in a phase longer than other participants. If you do not follow the rules of the phase you are in, your supervision and court attendance may be increased and/or you may be moved back a Phase (if you are in an advance phase). And remember, you must be honest with the drug court team at all times.

PHASE I – Stabilization/Assessment/Orientation **Phase Length: Two Weeks**

Minimum requirements:

- My group counseling sessions are held on:
_____ at: _____
- Treatment Location: _____
Phone: _____
- Individual counseling sessions as determined by your treatment provider.
- Attend **weekly** Drug Court Hearings. In court the judge may ask you questions about your progress and discuss any problems you may be having. If you are doing well, you may be rewarded with reduced program requirements or other incentives. If you are not doing well, the judge will discuss that with you also, and may impose a sanction, as a way to help you remember your goals in

the program. Sanctions can be anything from increasing program requirements to jail custody.

- Weekly journaling – You will receive a notebook from the Court and will be asked to write in it on a daily basis. Your notebook will be read by the judge only, who may also make comments back to you.
- Minimum of 3 random alcohol or drug tests per week.
- Meet with probation agent at least twice a week. (Court may count as one visit)
- Attend 2 support meetings per week.
- Random checks by law enforcement or probation.
- Begin to make arrangements for payment of Court obligations including the drug court participation fee.
- Comply with any necessary referrals and keep all appointments.
- Complete mental health/trauma screen and follow all recommendations.

Advancement Criteria to move the Phase 2:

- 7 days negative tests or levels reducing
- No unexcused absences from scheduled services
- Treatment goals are established

PHASE 2

Phase Length: 4-6 Months

Minimum requirements:

- My group counseling sessions are held on:
_____ at: _____
- Treatment group counseling as directed by counselor.
- Attend **weekly** Drug Court hearings.

- Weekly journaling to Judge.
- Minimum of 3 random alcohol or drug tests per week.
- Curfew (maximum of 10 p.m. unless approved by agent). My curfew is: _____
- Meet with probation agent at least twice a week. (Court may count as one visit)
- Attend 2 support meetings per week.
- Random checks by law enforcement or probation.
- Begin vocational rehabilitation/education for those seeking employment.
- 40 hours of structured activity each week – this can include job seeking, community service, attending support group meetings, education or job skills training, etc.
- Establish a payment plan for court costs.
- Cognitive skills training – required to complete prior to graduation.
- Participation in monthly pro-recovery recreational and social events is expected.

Advancement Criteria to move to Phase 3:

- Meeting all treatment goals
- All Phase 2 goals completed
- Sobriety for 60 days
- Current with all drug court fees
- No unexcused absences from scheduled services for 60 days
- Written phase advancement request completed by participant. Your probation agent or treatment counselor will assist you in preparing your request to move to the next phase.
- Steady employment or pursuing educational goals
- Stable housing

PHASE 3

Phase Length: 3 to 6 months

Minimum requirements:

- My group counseling sessions are held on: _____ at: _____
- Treatment group counseling as directed by counselor.
- Attend **bi-weekly** Drug Court hearings.
- Weekly journaling to Judge.
- Minimum of 1 random alcohol or drug tests per week.
- Curfew (maximum of 11 p.m. unless approved by agent). My curfew is: _____
- Meet with probation agent at least once a week.
- Attend 2 support meetings per week.
- Random checks by law enforcement or probation.
- 40 hours of structured activity each week
- Continue making payments toward fines, fees etc
- Cognitive skills training – required to complete prior to graduation.
- Participation in monthly pro-recovery recreational and social events is expected.

Advancement Criteria to move to Phase 4:

- Meeting all treatment goals
- Sobriety for 90 days
- No unexcused absences from scheduled services for 90 days
- All Phase 3 goals completed
- Current with all drug court fees
- Stable housing
- Written phase advancement request completed by participant

PHASE 4

Phase Length: 4 to 6 months

Minimum requirements:

- My group counseling sessions are held on:
_____ at: _____
- Treatment group counseling as directed by counselor.
- Attend **monthly** Drug Court hearings.
- Weekly journaling to Judge.
- Minimum of 2 random alcohol or drug tests per month.
- Curfew (maximum of 12 a.m. unless approved by agent). My curfew is:_____
- Meet with probation agent at least once a month.
- Attend 2 support meetings per week.
- Random checks by law enforcement or probation.
- 40 hours of structured activity each week
- Continue making payments toward fines, fees etc
- Cognitive skills training – required to complete prior to graduation.
- Participation in monthly pro-recovery recreational and social events is expected.
- Attend and participate in monthly alumni meetings. If you are unable to attend, you must receive prior approval from the Recovery Specialist.

GRADUATION/COMMENCEMENT

Criteria for Graduation:

- Treatment completion (continuing care sessions)
- Sobriety for 90 days.
- Approved aftercare plan stating how you intend to maintain your sobriety after commencement.
- Continue educational/employment goals.
- Participant has obtained stable housing.
- Completion or satisfactory achievement of all court ordered special conditions.
- Drug court fees paid in full.
- Court fines must be current.
- Complete written request for graduation/commencement.

On the day of your graduation/commencement, you will be expected to present a commencement message. At your commencement ceremony, the Judge will present you with a certificate of completion of the Drug Court Program and will recognize your excellent accomplishments. Your family and friends are invited to attend your commencement.

Alumni Foundation

The Alumni Foundation meets on a monthly basis and is facilitated by the Recovery Specialist. The Alumni Foundation focuses on sober activities along with incorporating skills and talents back into the Drug Court program. Some of the Alumni activities may involve mentoring new participants, planning sober events and fundraisers and contributing to the quarterly Drug Court Newsletter.

For the six months after graduation, participants may be required to attend Drug Court on an as needed basis. Random drug testing can be required by the Probation Agent or Recovery Specialist. Graduates also have the opportunity to meet with the Recovery Specialist on an as needed basis. All post graduation requirements are determined on an individual basis by the Drug Court Team.

RANDOM DRUG SCREENS

Random drug screens will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with testing guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification. Note that a missed or diluted test is viewed as a positive test by the Court.

MEDICATIONS

All medications will not automatically be approved. For your own protection, any over-the-counter or prescription medication must be verified and approved by the drug court staff. Participants will be required to utilize one doctor/facility and one pharmacy for medications unless otherwise approved.

TRANSPORTATION

You are responsible for your own transportation to and from court hearings, meetings with your probation officer, treatment sessions and support group meetings. The Drug Court may be able to assist you on a limited basis which may include such things: scheduling a volunteer driver or public transportation (taxi, bus fare) assistance. You should talk to your probation agent to discuss your options.

PROGRAM FEES

There is a \$600 drug court fee and your probation agent will assist you in setting up a payment plan. You will have the opportunity to earn credit against this fee if you are making excellent progress in the program. If you are terminated or choose to execute your sentence, you will be charged the entire \$600 fee.

Where to pay fees:

Your drug court fee should be paid to Court Administration. Please tell

Court Administration staff you would like the payment applied to your drug court fees, to ensure correct accreditation.

Note:

You may also be required to pay a probation fee or other Court fines that are separate from the drug court participation fee.

INCENTIVES

Incentives are used to recognize and reward participation and progress. Upon the recommendation of the Drug Court Team, participants may be given rewards or incentives for compliant behavior. The most frequently used incentive is the judge publicly recognizing progress during court sessions and acknowledging to the participant and the entire court the participant's hard work and accomplishments. Other examples of incentives are gift cards to Target, Kwik Trip or restaurants.

SANCTIONS

Sanctions are used to emphasize the strict expectations and requirements of the program including participant accountability and to provide more structure and support when it is needed. Although final sanction decisions are made by the Judge, the Drug Court Team is involved in the process. Below are some examples of behaviors that may result in sanctions from the Court. Sanctions are individualized and based upon the needs of the participant.

Behavior: Positive drug tests, new crime, or curfew violation

- *Possible Sanctions:* Community service, increased curfew, increased drug testing, house arrest, electronic monitoring, increased review/status hearings, weekend detention, essays, apology letters to judge and group, SCRAM monitoring

- *Treatment Response:* Increase in services, or referral to other services.

Behavior: Non-compliance with therapeutic techniques

- *Possible Sanctions:* Lecture from the judge, community service hours, essays, life skills program
- *Treatment Response:* Increase in services, in-home family counseling, increase in therapeutic visits, parenting classes, anger management program.

Behavior: Non-compliance with educational or employment requirements

- *Sanctions:* Community service hours, house arrest, increased review hearings, reset in current phase or return to prior phase, increased office visits, educational/employment case plan or weekend detention.
- *Treatment Response:* Make-up missed classes, mentoring/tutoring, educational assessment, referral to job skills assessment, or financial counseling.

JEOPARDY CONTRACT

A Jeopardy Contract may be utilized if the Drug Court Team determines a participant is at risk of being terminated. The Probation Agent, Treatment Provider, Recovery Specialist, Coordinator and the participant will meet to identify areas of concerns and develop corrective action planning. The Jeopardy Contract will be put in to writing and signed by all those present at the meeting. Failure to comply with the Jeopardy Contract will result in termination from Drug Court.

SEARCH AND ARREST REQUIREMENTS

As a participant in Drug Court, you are required to submit your person, vehicle, place of residence or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice and without probable cause by any peace officer, probation officer or drug court team member. Any law enforcement officer who observes a current participant of Drug Court in any of the following circumstances is authorized to arrest that individual:

- In violation of any criminal law;
- Under the influence of a controlled substance or alcohol;
- Possessing a controlled substance or alcohol or drug paraphernalia;
- In the presence of a person in possession of controlled substance(s)
- In possession of any weapons

TERMINATION FROM DRUG COURT

New arrests*, warrants or a violation of any aspect of your treatment plan may result in your termination from Drug Court. The Drug Court Judge makes the final determination. Other violations, which may result in termination may include (this is not a complete list):

- Missing, altered, or positive urine tests
- Failure to cooperate with the probation agent or the treatment program.
- Violence or threat of violence directed at treatment staff, other program participants or other clients of the treatment providers.

Helpful Phone Numbers

Brown County Court Administration	(507) 233-6670
Brown County Probation Department	(507) 233-6620
Brown County Family Services	(507) 354-8246
New Ulm Medical Center CD Unit	(507) 217-5118
Sioux Trails Mental Health Center	(507) 354-3181
Minnesota Department of Corrections: Brown County	(507) 233-7134
Addiction Recovery Technologies	(507) 345-4670
Nicollet County Court Administration	(507) 931-6800
Minnesota Department of Corrections: Nicollet County	(507) 344-5280
Nicollet County Social Services	(507) 931-6800
Watonwan County Court Administration	(507) 375-1236
Minnesota Department of Corrections: Watonwan County	(507) 375-1294

Support Meeting Information

Alcoholics Anonymous

<http://www.area36.org/>

Narcotics Anonymous

www.naminnnesota.org

(877) 767-7676

SMART Recovery

www.smartrecovery.org

(866) 951-5357

Southern Minnesota Recovery Connection

smnrc.org

(504) 386-5730

Minnesota Recovery Connection

www.minnesotarecovery.org

(651) 233-2080

